

**CA-PMM****Project Name:** iLicensing (BreEZe)**OCIO Project #:** 1110-107**Department:** Department of Consumer Affairs**Reporting Period:** From: 7/1/09 To: 7/31/09**Team Member to Project  
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
<b>Accomplished this week</b>			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

**Status of Assigned Issues**

Issue Number	Description	Due Date	Status
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## Team Member to Project Manager


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Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	On-going procurement delays due to bidder confusion regarding desired system functionality; Furlough added 44 calendar days delay.	Twenty-five (25) month delay to expected solution vendor contract award; planned resources increase to accommodate extended schedule.	Cancel RFP and re-issue (posted on BidSync on July 23rd); Create SPR for OCIO approval that reflects these changes.
2. Were any key milestones or deliverables rescheduled?	Yes	On-going procurement delays due to bidder confusion regarding desired system functionality; Furlough added 44 calendar days delay.	Twenty-five (25) month delay to expected solution vendor contract award; planned resources increase to accommodate extended schedule	Cancel RFP and re-issue; Create SPR for OCIO approval that reflects these changes.
3. Was work done that was not planned?	Yes	Multiple draft proposal reviews; RFP Cancellation and re-issue	See Above and #4 below.	Create SPR for OCIO approval that reflects these changes.
4. Were there any changes to scope?	No			

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5. Were tasks added that were not originally estimated?	Yes	See #3 & #4 above	See #3 & #4 above	Develop and issue new RFP; Required RFP procurement Activities; Develop and submit SPR to OCIO;
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	Yes	See #3 & #4 above	See #3 & #4 above	All downstream tasks delayed until contract award.
8. Are there any new major issues?	Yes	RFP Cancellation and re-issue	Schedule delays and planned resource increases	Create SPR for OCIO approval that reflects these changes.
9. Are there any staffing problems?	Yes	The project lacks full-time business subject matter experts	No immediate impact. Significant impacts expected during development if not addressed.	Additional project staffing will be included in SPR.

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Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	See Current Status above	See Current Status above
2. Do any key milestones or deliverables need to be rescheduled?	Yes	See Current Status above	See Current Status above
3. Is there any unplanned work that needs to be done?	Yes	See Current Status above	See Current Status above
4. Are there any expected or recommended changes to scope?	Yes	See Current Status above	See Current Status above
5. Are there any tasks not originally estimated that will need to be added?	Yes	See Current Status above	See Current Status above
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	See Current Status above	See Current Status above
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

DCA completed the new iLicensing RFP in an effort to attract responsive bidder proposals (posted by DGS on BidSync, July 23rd). The State believes the new RFP will result in lower project risk, lower solution cost, quicker delivery time, and a higher-value project to the State.

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Establish Solution Vendor Contract	3/30/08	4/21/10	Delayed	Cause: Initial RFP release approval; Multiple draft proposal reviews; Thirteen (13) related RFP addenda; Initial RFP Cancellation and re-release; Additional 44 calendar days delay to account for the State mandated Furlough days. Impact: Twenty-five (25) month delay to expected solution vendor contract award; planned resource increases to accommodate extended schedule.	

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## Project Manager to Sponsor

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			✓	Accept project element variances.  All project element Significant Variance's will be rebase lined upon submittal of the project's second SPR expected to be submitted in Summer 2009.
Milestones			✓	
Deliverables		✓		
Resources			✓	
OneTime Cost			✓	
Continuing Cost	✓			



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### Summary Milestones and Highlights

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Establish Solution Vendor Contract	3/30/08	4/21/10	Delayed	Cause: Initial RFP release approval; Multiple draft proposal reviews; Thirteen (13) related RFP addenda; Initial RFP Cancellation and re-release; Additional 44 calendar days delay to account for the State mandated Furlough days. Impact: Twenty-five (25) month delay to expected solution vendor contract award; planned resource increases to accommodate extended schedule.	

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### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

\* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			✓	Accept project element variances.  All project element Significant Variance's will be rebaselined upon submittal of the project's second SPR expected to be submitted in Summer 2009.
Milestones			✓	
Deliverables		✓		
Resources			✓	
One Time Cost			✓	
Continuing Cost	✓			

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### Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	1 Yellow	Multiple delays increase customer doubt that solution will be implemented.
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	Proposed solution involves mainstream technologies.
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	2 Red	Twenty-five (25) month schedule delay. SPR will address variance.
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	2 Red	Cost-to-Date more than 10% above planned costs. SPR will address variance.
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0 Green	Project has 3 high-severity risks at this time.
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0 Green	Project is resolving all issues within established timelines.
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	1 Yellow	Project Sponsor is engaged.
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0 Green	Aligns with Department's Strategic Plan.
	Partial alignment	1		
	Weak or no alignment	2		

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9. Value-to-Business	Strong	0	0	Green	The system is critical to maintain existing service levels.
	Medium	1			
	Weak	2			
10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	See Vendor Viability Rationale Below.
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	2	Red	Twenty-five (25) month schedule delay. SPR will address variance.
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	2	Red	Twenty-five (25) month schedule delay. SPR will address variance.
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	2	Red	Actual resource expenditures exceed planned resources due to schedule delays. SPR will address variance.
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	Project has not utilized overtime.
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	Team acts as cohesive unit and executes tasks according to plan.
	Moderately Effective	1			
	Ineffective	2			
<b>Total</b>			<b>12</b>	<b>Y</b>	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

### Vendor Viability Rating Rationale

DCA believes that the newly issued RFP will result in increased vendor competition due to the reduced system complexity. Increased vendor competition should result in increased solution value to the State.